



# TOWN OF PUTNAM VALLEY

## Town Board Work Session

December 11<sup>th</sup>, 2024  
Town Hall 5 PM

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1. **Public Hearing:** Neighborhood Business Committee
2. Appoint Deputy Town Clerk, Deputy Tax Receiver and Deputy Registrar
3. Appoint Permanent Full-Time Clerk in Town Clerk's Office
4. Approve Reduction in Hourly Salary for Part-Time Employee
5. **Districts:**
  - a. Discuss Addition of Wildwood Knolls Facility Users Fee to the Putnam County Real Property Tax Warrant
  - b. Approve Mill Pond 2024 Year End Water Revenue Report
  - c. Ratify Agreement with Noguera Construction regarding Hilltop Beach
  - d. Approve KARACO Maintenance Contract for LP Community Center 2025
6. **Building Department:**
  - a. Approve NYSID Partnership Request for Price Concurrence for Document Scanning Services
  - b. Approve Appointment of Part-Time Clerk in Building Department
7. Accept Bid from and Ratify Contract with Landwork Contractors
8. **Highway:**
  - a. Approve Material Bids Results
  - b. Approve Snow Plow Riders for the 2024–2025 Season
9. Approve Change Order regarding Bell Hollow Road Culvert
10. Approve Final Requisition regarding Bell Hollow Road Culvert
11. **Daily Fee Report:** Summary November 1, 2024–November 30, 2024

**PRESENT:** Supervisor Annabi  
Councilman Russo  
Councilwoman Tompkins  
Councilwoman Howard  
Councilman Luongo

**ALSO PRESENT:** Town Clerk Michelle Stephens  
Town Counsel Sarah Ryan

Recitation of the Pledge of Allegiance

Councilman Luongo asked for a moment of silence to recognize our veterans and servicepeople fighting for our freedom or have fought for our freedom at home and who are stationed around the world.

**PUBLIC HEARING: NEIGHBORHOOD BUSINESS COMMITTEE**

Presented by Supervisor Annabi

1. Public Hearing: Neighborhood Business Committee

**Article VIII: Neighborhood Business Committee: Draft One 11/13/24**

[Adopted \_\_\_\_\_ by L.L. No. \_\_\_\_\_ (Chapter 24A of the 1974 Code)]

§ 8-45 **Intent.**

§ 8-46 **Establishment of Committee.**

§ 8-47 **Membership; terms of office; eligibility.**

§ 8-48 **Officers; meetings.**

§ 8-49 **Powers and duties.**

§ 8-50 **Reports.**

§ 8-51 **Compensation and expenses.**

§ 8-52 **Construction of provisions.**

**§ 8-45 Intent.**

The analysis, preservation, and creation of local businesses within the Town of Putnam Valley, in the face of the pressures of population growth, increasing regulatory requirements and cost, declining business opportunity and occupancy with the resultant loss of local businesses and commercial options as well as rising taxes to town residents effect the health, welfare, and economic well-being of present and future inhabitants and require forthright action by the governing body of the Town of Putnam Valley. It is recognized that the economic well-being of our community which condition the quality of our life experience cannot be protected without the full cooperation and participation of all the people of the Town of Putnam Valley working in partnership with local and state officials and with various public and private institutions, agencies, and organizations. Establishment of a committee to support and assist neighborhood businesses is a necessary step in fostering unified action on business and economic problems.

**§ 8-46 Establishment of Committee.**

The Town Board of the Town of Putnam Valley hereby creates a committee which shall be known as the "Putnam Valley Neighborhood Business Committee."

**§ 8-47 Membership; terms of office; eligibility.**

**A.**

The Committee shall consist of seven members. A Town Board member will be assigned by the Supervisor, with a majority vote of the Board, to serve as a liaison.

**B.**

Three of the members' terms shall conclude in even-numbered years, and four of the members' terms shall conclude in odd-numbered years.

**C.**

Members shall be appointed by the Town Board for the term of two years from and after the expiration of the terms of their predecessors in office.

**D.**

If a vacancy shall occur otherwise than by expiration of term, it shall be filled by the Town Board by appointment for the unexpired term; provided, however, that of the members first appointed, the Chairperson and half of the members, other than the Chairperson, shall be appointed for terms of two years, and the remaining members shall be appointed for the term of one year.



**E.**

Persons residing within the Town of Putnam Valley who have demonstrated an interest in the improvement and preservation of environmental quality shall be eligible for appointment as members of the Committee.

**§ 8-48: Officers; meetings.**

The Town Board shall designate a member of the Committee to act as Chairperson thereof. At the first meeting of the Committee, its members shall elect from among themselves a recording secretary. The Committee shall adopt rules and procedures for its meetings. It shall keep accurate records of its meetings and activities and shall file an annual report as provided in § **8-50** of this article. The Committee shall meet at least once each month and shall have the power to hold public hearings.

**§ 8-49 Powers and duties.**

**A.**

The powers and duties of the Committee shall be to:

**(1)**

Advise the Town Board, Planning Board, Zoning Board of Appeals, and all other Town boards and committees on matters affecting neighborhood businesses in the Town insofar as the creation, enhancement, attraction and retention, marketing and enrichments of town businesses with regard to goals of economic vitality and vibrant quality of life for the people of the Town of Putnam Valley.

**(2)**

Develop and, after receiving general approval by resolution of the Town Board, conduct a program of public information in the community which shall be designed to foster increased understanding and awareness of the local businesses in town.

**(3)**

Conduct studies, surveys, and inventories within the Town of Putnam Valley and such other studies and surveys as may be necessary to carry out the general purposes of this article.

**(4)**

Maintain an up-to-date inventory or index of all current businesses within the municipality, businesses which have opened in the town, businesses which have closed and in inventory of vacant commercial buildings. This inventory is to be updated annually.

**(5)**

Seek to cooperate with, coordinate, assist, and unify the efforts of private groups, institutions, and individuals within the Town of Putnam Valley in accord with the purposes of this article.

**(6)**

Maintain liaison and communications with public and private agencies and organizations of local, state, and national scope whose programs and activities have an impact on the business community or who can be of assistance to the Committee.

**(7)**

Working in cooperation with the Putnam Valley Planning Board, recommend from time to time to the Town Board features, plans, and programs relating to business development and improvements and, similarly, recommend to the Town Board appropriate and desirable changes in existing local laws, ordinances and practices relating to business and commercial development or recommend new local laws, ordinances, and practices.

**(8)**

Prepare, print, and distribute books, maps, charts, and pamphlets in accord with the purposes of this article.

**(9)**

Obtain and maintain in orderly fashion maps, reports, books, and other publications to support the necessary research of the Committee into local business conditions.

**(10)**

Carry out such other duties as may be assigned from time to time by the Town Board.

**§ 8-50 Reports.**

The Committee shall submit an annual report to the Town Board not later than the 31st day of December of each year, concerning the activities and work of the Committee and, from time to time, shall submit such reports and recommendations as may be necessary to fulfill the purposes of this article.

**§ 8-51 Compensation and expenses.**

The members of the Committee shall receive no compensation for their services as members thereof but may be reimbursed for reasonable and necessary expenses incurred in the performance of their duties within the appropriations made available, therefore.

**§ 8-52 Construction of provisions.**

This article shall be deemed an exercise of the powers of the Town of Putnam Valley to preserve and improve the economic vitality of the town on behalf of the present and future inhabitants thereof. This article is not intended and shall not be deemed to impair the powers of any other public corporation.

Supervisor Annabi talked about looking at ways to enhance the Town of Putnam Valley. She would like to see more Mom & Pop business. All the other Town Board members thinks this is a great idea and it will be a great for the Town of Putnam Valley. They are looking to get mixed use for some of the homes to encourage more small business.

Supervisor Annabi wants input from the Community. This will remain open for written comment to form a committee till next Wednesday December 18<sup>th</sup>, 2024.

A member of the audience asked about Air B and Bs and how the income from it is getting handled. Supervisor Annabi said it still in the process of getting finalized. The application is getting streamlined.

They will vote next week to create a committee for the Neighborhood Business Committee.

**APPOINT DEPUTY TOWN CLERKS/DEPUTY TAX RECEIVER/DEPUTY REGISTRAR & SUB-REGISTRAR**

Presented by Councilwoman Howard

**RESOLUTION #R24-377**

**RESOLVED**, that the Town Board authorize the appointment of Kathy Diomede and Amy Cargain Fiorentino as Deputy Town Clerks, effective immediately through December 31, 2024 at no additional salary; and

**FURTHER RESOLVED**, that the Town Board authorize the appointment of Amy Cargain Fiorentino as Deputy Tax Receiver, effective immediately through December 31, 2024, at no additional salary; and

**FURTHER RESOLVED**, that the Town Board authorize the appointment of Kathy Diomede as Deputy-Registrar, effective immediately through December 31, 2024, at no additional salary; and

**FURTHER RESOLVED**, that the Town Board authorize the appointment of Amy Cargain Fiorentino as Sub-Registrar, effectively immediately through December 31, 2024, at no additional salary.

Supervisor Annabi took this time to thank Kathy Diomede for stepping up this past year as interim Town Clerk. She did a great job.

Seconded by Councilman Luongo, unanimously carried.



**APPOINTMENT OF PERMANENT FULL-TIME CLERK IN TOWN CLERK'S OFFICE**

Presented by Councilman Russo

**RESOLUTION #R24-378**

**RESOLVED**, that the Town Board authorize the appointment of Samantha Cunitz as a Permanent Full-Time Clerk in the Town Clerk's Office, effective November 19, 2024. Salary will be at Step 1 of the CSEA contract, which is \$45,238.00, with benefits.

Seconded by Councilman Luongo, unanimously carried.

**REDUCTION IN HOURLY SALARY FOR PART-TIME EMPLOYEE**

Presented by Councilman Luongo

**RESOLUTION #R24-379**

**RESOLVED**, that the Town Board approve the reduction in salary for part-time employee Kathy Diomede to \$20.00 per hour, with no benefits, as she resumes her regular part-time schedule following the election of our new Town Clerk. Many thanks to Kat for her service as Interim Town Clerk.

Seconded by Councilwoman Tompkins, unanimously carried.

**DISCUSS ADDITION OF WILDWOOD KNOLLS FACILITY USERS FEE TO THE  
PUTNAM COUNTY REAL PROPERTY TAX WARRANT**

Presented by Supervisor Annabi

Homeowners in the Wildwood Knolls district beach do not agree with this proposal and are concerned about their beach rights and the usage that the other property owners will get. No other district has this. They think it's illegal. Supervisor Annabi says all parties will be notified and they will have to come before the board and show proof. The Board will review before it will be on the 2026 Tax Bill.

**RESOLUTION #R24-380**

**RESOLUTION TO SUBMIT WILDWOOD KNOLLS FACILITY USERS FEE TO THE  
PUTNAM COUNTY REAL PROPERTY TAX WARRANT**

WHEREAS, for decades, the District Clerk of the Town of Putnam Valley has been collecting facility users' fees of \$200 per year from the parcels annexed hereto as Exhibit A for the use of the facilities Wildwood Knolls District Beach; and

WHEREAS, Exhibit A is incorporated and made apart hereof as if recited verbatim; and

WHEREAS, the District Clerk is requesting the Town Board submit the 20 parcels in Exhibit A to the Putnam County Real Property Tax to be included in the 2026 tax warrant and in future annual tax warrants; and

WHEREAS, the representatives from the Wildwood Knolls District request that no other parcels be added to or removed from the Exhibit A list unless similarly authorized by Town Board resolution and, further, that any fee changes be solely authorized by Town Board Resolution.

NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby directs and authorizes that the properties referenced on the annexed Exhibit A be submitted to Putnam County for inclusion in the Putnam County Real Property Tax warrant for the year 2026; and

BE IT FURTHER RESOLVED, that the Town Board hereby directs that any further changes to the "Wildwood Knolls District warrant list" shall be authorized by subsequent resolution of the Town Board.

Dated: 12/11/2024

Moved: Supervisor Annabi

Seconded: Councilwoman Tompkins



ROLL CALL VOTE

|         |                       |          |
|---------|-----------------------|----------|
|         |                       | AYE      |
| PRESENT | Councilwoman Howard   | <u>X</u> |
| PRESENT | Councilwoman Tompkins | <u>X</u> |
| PRESENT | Councilman Russo      | <u>X</u> |
| PRESENT | Councilman Luongo     | <u>X</u> |
| PRESENT | Supervisor Annabi     | <u>X</u> |

By a vote of 5 AYES, and 0 NAYS, the Resolution passed.

|              | #   | Address          |
|--------------|-----|------------------|
| 62.11-1-61   | 68  | Eastern Road     |
| 62.11-1-60   | 82  | Eastern Road     |
| 62.11-2-42   | 6   | Hampton Road     |
| 62.11-2-35   | 37  | Hampton Road     |
| 62.15-1-48   | 473 | Oscawana Lake Rd |
| 62.151-1-51  | 485 | Oscawana Lake Rd |
| 62.-1-36     | 562 | Oscawana Lake Rd |
| 62.-1-35     | 570 | Oscawana Lake Rd |
| 62.-1-34     | 578 | Oscawana Lake Rd |
| 62.-1-20     | 4   | Rockhill Rd      |
| 62.11-1-68   | 16  | Rockhill Rd      |
| 62.11-1-67   | 20  | Rockhill Rd      |
| 62.11-1-66   | 26  | Rockhill Rd      |
| 62.11-1-64   | 40  | Rockhill Rd      |
| 62.11-2-38   | 41  | Rockhill Rd      |
| 62.15-1-78.1 | 10  | Saw Mill Road    |
| 62.11-2-46   | 6   | Twilight Lane    |
| 62.11-2-5    | 11  | Twilight Lane    |
| 62.11-2-6    | 21  | Twilight Lane    |
| 62.11-2-7    | 45  | Twilight Lane    |

**MILL POND 2024 YEAR END WATER REVENUE REPORT**

Presented by Councilwoman Tompkins

**RESOLUTION #R24-381**

**RESOLVED**, that the Putnam Valley Town Board accept the following Mill Pond 2024 Year End Water Revenue Report.

|                                  |             |
|----------------------------------|-------------|
| Water Bills 10/1/2023-12/31/2023 | \$13,473.36 |
| Collected:                       | \$11,522.75 |
| Outstanding:                     | \$ 1,950.61 |
| Interest and penalties:          | \$ 41.05    |

Total 2023 amount to be added to the 2025 tax roll: **\$1,991.66**

|                                 |              |
|---------------------------------|--------------|
| Water Bills 1/1/2024-9/30/2024: | \$50,886.85  |
| Collected:                      | \$40,823.93  |
| Outstanding:                    | \$ 10,062.92 |
| Interest and penalties:         | \$ 256.64    |
| Outstanding repair bills        | \$ 617.00    |

Total 2024 amount to be added to the 2025 tax roll: **\$10,936.56**

**TOTAL SENT TO PUTNAM COUNTY TO BE ADDED TO THE 2025 TAX ROLL:**  
**\$12,928.22**

Seconded by Councilman Luongo, unanimously carried.

**RATIFY AGREEMENT WITH NOGUERA CONSTRUCTION REGARDING HILLTOP**

Presented by Councilman Russo

**RESOLUTION #24-382**

**RESOLVED**, that the Town Board ratify the Supervisor's signature on the attached agreements from Noguera Construction Inc. These agreements are for the repair of drainage issues, retaining walls and steps based on the FEMA and DEC approved design plans for Hilltop Beach.

This repair is necessary due to the damage incurred during the July 9, 2023, storm. The cost of this project is being paid through FEMA funds.

This project is not to exceed \$104,000 including any additional concrete work that may be necessary.

Seconded by Councilwoman Tompkins, unanimously carried.



TOWN OF PUTNAM VALLEY  
WORK SESSION MEETING

December 11<sup>th</sup>, 2024  
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Noguera Construction Inc.  
95 Lake dr. Lake Peekskill, NY 10537  
Tel 914-382-3910

WCL-29752-H17 PCL-PC735  
Putnam Septic License1301



Town of Putnam Valley  
265 Oscawana Lake Rd  
Putnam valley NY 10579

12/1/24

Estimate for Hilltop beach wooden retaining wall replacement

Existing wooden retaining wall approximately 100' long and 2' high is damaged and leaning. We are to Remove and replace with wooden 6"x6" PT

\*\*If decorative block and cap is to be used, there will be an additional cost of \$8,000

- Block will be set in concrete footing with wall cap. Block retaining wall system will have pipe and gravel for drainage with pipe leading to daylight. Blocks will be glued and interlocked with a  $\frac{3}{4}$ " step back for wall strength.

Estimate includes prevailing wage labor, disposal and all material

12/4/24 [Signature]  
Superintendent  
Town of Putnam Valley

TOTAL  
\$20,000  
WCL-29752-H17 PCL-PC735  
Putnam Septic License1301

TOWN OF PUTNAM VALLEY  
WORK SESSION MEETING

December 11<sup>th</sup>, 2024  
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Noguera Construction Inc.  
95 Lake Dr. Lake Peekskill, NY 10537  
Tel 914-382-3910



Town of Putnam Valley  
265 Ossawana lake rd  
Putnam Valley NY 10579

DATE  
12/1/24

Estimate for hilltop work

- 1) 3 catch basins as per plan
  - 3 existing catch basins will be removed and replaced with 3 48"x30" concrete catch basins
  - Existing pipe will be reconnected to new basin
  - 2 basins will have asphalt curb surrounding them for water control
- 2) Top steps replacement
  - Remove and replace 5 steps with 6"x6" PT wood riser with asphalt for platform
  - Steps are approximately 8"x4"
- 3) Bottom steps
  - 16 wooden steps will be removed and replaced with 6"x6" PT wood
  - 3 additional platformed steps will be removed and replaced with PT wood and asphalt for platform
- 4) Pointing and repair of stone wall at beach
  - Stone wall needs pointing to be repaired and weep holes cleaned
- 5) 45 Yards of sand as per plan are to be delivered and spread on beachside
  - Silt fence will be placed at water line to separate new sand from water

\*\*If decorative block with cap and pavers is to be used for items 2 and 3 there is an additional cost of \$8,000

- Block will be laid on concrete footing. Pavers will be set in item 4 and stone dust with polymeric sand for sealing seams. Both block and paver will be gray blend color.

Estimate includes prevailing wage labor, all material and disposal

TOTAL \$67,500

12/4/24  
Superintendent  
Town of Putnam Valley

WCL-29752-H17  
PCL-PC7355  
Putnam Septic License 1391

**KARACO MAINTENANCE CONTRACT FOR LP COMMUNITY CENTER 2025**

Presented by Councilwoman Howard

**RESOLUTION #24-383**

**RESOLVED**, that the Town Board authorize the Supervisor to accept and sign the proposal from KARACO Heating & Cooling, for the maintenance of the heating and air conditioning systems at the Lake Peekskill Community Center for the period of January 1, 2025 to December 31, 2025.

The total cost is \$839. The district will cover the cost.



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## KARACO Heating & Cooling, LLC.

Heating \* Ventilating \* Air Conditioning \* Sales \* Service  
P.O. Box 337  
Putnam Valley, NY 10579  
(845) 528-9390  
karacohvac@gmail.com

### PROPOSAL FOR MAINTENANCE OF HEATING & AIR CONDITIONING EQUIPMENT (2024 COMMERCIAL MAINTENANCE CONTRACT)

TO: TOWN OF PUTNAM VALLEY  
JOB SITE: LAKE PEEKSKILL COMMUNITY CENTER  
7 NORTH WAY  
LAKE PEEKSKILL, NY 10537  
PHONE NUMBER: 845-526-4057  
CONTRACT PERIOD: JANUARY 1, 2025 THRU DECEMBER 31, 2025

KARACO Heating & Cooling, LLC hereby submits this proposal subject to all terms and conditions, as follows:

- ONE LP Gas Furnace - Mid-Season Quick Check
- ONE Air Conditioning Unit, ONE SpaceGuard Filter - Comprehensive Spring Service
- ONE Air Conditioning Unit - Mid-Season Quick Check
- ONE LP Gas Furnace, ONE SpaceGuard Filter - Comprehensive Fall Service

**TOTAL CONTRACT PRICE: \$839.00 (TAX EXEMPT)**

**PLEASE NOTE:** This contract does not include any humidifier service.

**TERMS AND CONDITIONS:** Price is for inspection and maintenance only. Price does not include parts other than minor materials used in the inspection and maintenance, or any labor costs for repairs or service. All prices are subject to change after 30 days from the date of this proposal. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. In the event of an emergency KARACO Heating & Cooling, LLC is authorized and will make any necessary repairs required to prevent immediate damage or service interruption to the property. In the event the property lease is terminated, the contract price will be refunded on a prorated basis based on how many inspections have been performed up to the time of lease end, not the contract term. It is the responsibility of the client to contact our company when an appointment is needed for any type of service. Full payment is due at contract signing.

**ACCEPTANCE:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. KARACO Heating & Cooling, LLC is authorized to do that work as specified. Payment will be made as outlined above.

Customer Signature

Date

Ronald L. Karabinos

11/20/2024

Ronald L. Karabinos, President  
KARACO Heating & Cooling, LLC

Date

**AMENDEMENT TO THE AGENDA**

Presented by Supervisor Annabi

**RESOLUTION #R24-384**

**RESOLVED**, that the Town Board change #8b for the removal of Joseph Scelza and to add Alex Jempty.

**ADD**, An Executive Session at the end of the meeting with no further business afterward.

Seconded by Councilman Luongo, unanimously carried.

**SCANNING BUILDING DEPARTMENT**

Presented by Councilman Luongo

**Resolution #24-385**

**RESOLVED**, that the Town Board approved the expenditures of ARPA and fund balance for the cost of scanning the documents for the building Department.

Seconded by Councilwoman Tompkins, unanimously carried.



Partnership Request for Price  
Concurrence

Date Sent: November 15, 2024  
Contracting Agency: Putnam Valley  
Customer Contact: Rich Quaglietta  
Job Title: Building Inspector  
Street Address: 265 Oscawana Lake Road  
City, State Zip: Putnam Valley, New York 10579  
Phone: 845-526-2377 Fax: E-Mail: rquaglietta@putnamvalley.gov

PLEASE UPDATE  
INFORMATION IF  
NEEDED

Member Agency: ARC of Rensselaer County  
Corporate Partner: eBizDocs

Description: Document Scanning Services  
For the Town of  
Putnam Valley Building Department  
Location: Menands

| Description                     | Pages         |          | Characters          |            | Total  |  | Cost per   | Cost         |
|---------------------------------|---------------|----------|---------------------|------------|--------|--|------------|--------------|
|                                 | Boxes per box | Quantity | Folders per folders | characters | Images |  |            |              |
| <b>Paper Documents</b>          |               |          |                     |            |        |  |            |              |
| Room 1 - Server Room            | 61            |          |                     |            |        |  |            |              |
| Room 2 - Plotting Room          | 32            |          |                     |            |        |  |            |              |
| Room 3 - Front Room             | 110           |          |                     |            |        |  |            |              |
| Totals Estimated                | 223           | 2,300    | 557,000             | 1,850      |        |  |            |              |
| Standard Docs (80%)             |               |          | 475,875             |            |        |  | \$ 0.130   | \$68,879.13  |
| <b>Large Format</b>             |               |          |                     |            |        |  |            |              |
| Maps (rolled)                   | 450           |          |                     |            | 450    |  | \$ 2,490   | \$1,120.50   |
| Maps/Lg format docs (folded)    | 83,625        |          |                     |            |        |  | \$ 2,490   | \$206,226.25 |
| Indexing                        |               | 5,500    | 9                   | 90,650     |        |  | \$ 0.015   | \$762.75     |
| Transportation (per Round Trip) | 8             |          |                     |            |        |  | \$ 600.000 | \$2,600.00   |
| Batteries                       |               | 80       |                     |            |        |  | \$ 18.00   | \$1,440.00   |
| Total Estimated Cost            |               |          |                     |            |        |  |            | \$278,822.63 |

Proposed Term:

This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested a cost analysis can be provided for your review documenting the proposed cost of service.

Contract Notes

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.  
ATTN:  
11 Columbia Circle Drive  
Albany, NY 12203-5156  
E-mail: bhammel@nysid.org  
Phone: 845-249-8199  
Ext:  
Fax:

Authorized Signature: \_\_\_\_\_





**Document Scanning Services  
For the Town of  
Putnam Valley Building Department**

Submitted: March 4, 2024

Submitted By: Nick DeBenedetto  
Business Development Manager  
eBizDocs, Inc.  
(518) 495-8655  
[ndebenedetto@ebizdocs.com](mailto:ndebenedetto@ebizdocs.com)

## Statement of Services

### Scope of Work

#### 1.0 OBJECTIVE

The objective of this proposal is to provide preparation, document scanning and large format map scanning for Putnam Valley. The project will be converted in our Menands, New York production facility according to the requirements detailed in this Statement of Work.

eBizDocs (eBiz) Team will work closely with the designated representatives from Putnam Valley throughout the term of this project to provide for a smooth, timely, confidential, and successful partnership.

#### 2.0 SUMMARY of CONTENTS

The following sections are included in this SOW:

- Production Contacts
- Pickup and Delivery
- Document Preparation
- Conversion Services
- Directory Naming
- Transmission of Images
- Image Retrievals
- Facility, Production and QC Overview
- Pricing Schedules

#### 3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following eBiz individuals, who will be responsible for completion of production activities.

- |                                       |                              |
|---------------------------------------|------------------------------|
| 1. Kara Hemiges<br>(518) 456-1011     | Project Manager              |
| 2. Ken Major<br>(518) 456-1011        | Network Systems Analyst      |
| 3. Nick DeBenedetto<br>(518) 456-1011 | Business Development Manager |

#### 4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

Putnam Valley will box all records for pick-up by driver and delivery to eBiz's production facility in Menands. Shipment schedules and volume of boxes to be determined. Based upon the supplied image volumes, eBiz anticipates the production time on this project to be 120 to 180 days from the date of pick-up.

- All records must be placed in sturdy banker type cardboard boxes

- No ripped or torn boxes will be accepted.
- All boxes must be placed on the first floor for pickup.

#### **5.0 DOCUMENT PREPARATION**

Document preparation will be needed to remove staples, paperclips, sticky notes and/or rubber bands. Taping of any torn paper would be completed to make the documents scan ready and will be completed by eBiz. Documents will not be reassembled after scanning and will be in batch file format. No re-folding, re-stapling and no re-clipping.

#### **6.0 CONVERSION SERVICES**

- The Records will be scanned to 600 DPI, black & white files on our high-speed State-of-the-Art production scanners.
- Documents will be scanned in order received
- Approximately 473,875 paper documents + approximately 84,075 large format documents will be scanned
- All quantities and ratios provided have been given by the customer
- Documents do not contain mold
- Documents have not been viewed by eBiz and are expected to be in good condition
- Do not scan backs of plans/maps
- Any non-scannable items will be set aside (i.e. CD/DVD's)

eBiz is not able to improve the quality of a poor original. If poor quality originals are found, a "Best Image Available" document may be scanned prior to the original imaged document.

#### **7.0 INDEXING/FILE NAMING**

eBiz will index according to specifications provided by Putnam Valley. Each folder and/or folder tabs contain a tax map # which consists of nine (9) characters in the following format: XX.XX-X-X

#### **8.0 TRANSMISSION OF IMAGES**

eBiz will upload the images and index data to a secure portal for access to download.

#### **9.0 IMAGE RETRIEVALS DURING PRODUCTION**

While the records are at eBiz during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from Putnam Valley can be made via email and returned via email. Retrievals will be returned within a maximum of 72 hours or less from the receipt of the request and there is a charge of \$19.00 per retrieval plus the imaging fee.

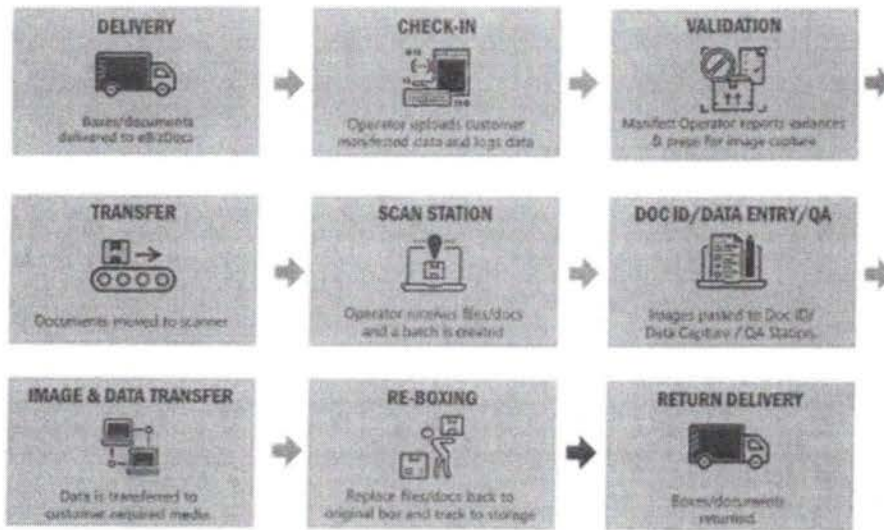
Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.



#### 10. PRODUCTION PLANNING AND PROCESS CONTROL ACTIVITIES

The Production phase commences with the transfer of project knowledge from ramp-up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness, and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

**Document Preparation - Paper Audit (If warranted)**

- eBiz will insert a "File Level" barcode sheet as well as "Document Type" barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

**Scanning – Attended Mode QC**

- Scan in "Attended Mode" to assure that the best quality image is rendered.
- Visually inspects each image as it is captured and interrupts scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While "attended mode" scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- eBiz utilizes auto-blank page deletion when dropping the back side page of a paper document with no content. This process is over 99% effective accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

**Image Clean-up Processes**

- Image processing includes de-skew, de-speckle, black border removal and crop.
- eBiz utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

**Post Scan Automated QC**

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition, other steps are typically introduced which may include:
  - Manually review blank backs and delete.

**Post Scan Visual QC**

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to "Release". This is a random effort after all errors in the process have been corrected.

**Workflow Quality Control**

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

**Post Release QC**

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

**Pricing Elements as Applicable:**

| Description                     | Pages |         | Characters |         | Total       | Images | Cost per   | Cost         |
|---------------------------------|-------|---------|------------|---------|-------------|--------|------------|--------------|
|                                 | Boxes | per box | Quantity   | Folders | per folders |        |            |              |
| Paper Documents                 |       |         |            |         |             |        |            |              |
| Room 1 - Server Room            | 62    |         |            |         |             |        |            |              |
| Room 2 - Plotting Room          | 51    |         |            |         |             |        |            |              |
| Room 3 - Front Room             | 110   |         |            |         |             |        |            |              |
| Totals Estimated                | 223   | 2,500   | 557,500    | 5,650   |             |        |            |              |
| Standard Docs (85%)             |       |         | 473,875    |         |             |        | \$ 0.135   | \$63,973.13  |
| Large Format                    |       |         |            |         |             |        |            |              |
| Maps (rolled)                   |       |         | 450        |         |             | 450    | \$ 2.490   | \$1,120.50   |
| Maps/Lg format docs (folded)    |       |         | 83,625     |         |             |        | \$ 2.490   | \$208,226.25 |
| Indexing                        |       |         |            | 5,650   | 9           | 50,850 | \$ 0.015   | \$762.75     |
| Transportation (per Round Trip) |       | 6       |            |         |             |        | \$ 600.000 | \$3,600.00   |
| Retrievals                      |       |         | 60         |         |             |        | \$ 19.00   | \$1,140.00   |
| Total Estimated Cost            |       |         |            |         |             |        |            | \$278,822.63 |

**Estimated total for project: \$278,822.63**

**Pricing includes:** Prep, Scan, Quality Assurance and Packaging. Pricing is equally divided among these services.

eBiz expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

**PART-TIME CLERK POSITION BUILDING DEPARTMENT**

Presented by Councilwoman Tompkins

**RESOLUTION #R24-386**

**RESOLVED**, that the Town Board appoint Stephanie Conte for the part-time clerk position in the Building Department. Her hourly rate is \$20.00 per hour, and her starting date was October 16, 2024.

Seconded by Councilman Russo, unanimously carried.

**ACCEPT BID FROM & RATIFY CONTRACT WITH LANDWORK CONTRACTORS**

Presented by Councilwoman Howard

**RESOLUTION #R24-387**

**RESOLVED**, that the Town Board accept a bid from Landwork Contractor's regarding the repair of the retaining wall at the Town Hall Building and Parks & Recreation grounds due to storm damage incurred during the storm of July 2023; and

**FURTHER RESOLVED**, that the Town Board ratify the Town Supervisor's signature on the attached contract with Landwork Contractors pertaining to this work; this project is being funded through FEMA.

Seconded by Councilman Luongo, unanimously carried.



144 Buckshallow Road  
Mahopac, NY 10541  
(914) 479-2537/Fax: (914) 293-0094  
www.landworkcontractors.com

**Contract between Landwork Contractors, Inc. and the following**

**Client:** Town of Putnam Valley

265 Oscawana Lake Road

Putnam Valley, NY 10579

**Contract Dated:** December 3, 2024

Landwork Contractors, Inc. submits its proposal to include all labor, material, equipment and clean up necessary to complete the following scope of work to construct a new retaining wall, 422' long at town hall:

1. Provide and install silt fence and hay bale dike for temporary erosion control.
2. Provide and install orange construction fences around the work zone.
3. Excavate and remove the stumps and roots of the recently cut trees in between the retaining wall and Parks & Recreation building.
4. Demolish and remove the top block course of the existing retaining wall from approximately station 1+20 through 2+00 and from approximately station 3+00 through 3+50. The other existing retaining wall blocks will remain in place.
5. Saw cut and remove the existing asphalt approximately 4' in front and 6' behind the proposed footprint of the new retaining wall from station 0+00 through 1+100.
6. Excavate the footprint for a new footing for the new retaining wall which will be set back approximately 6'-10' in front of the face of the existing retaining wall from station 0+00 through 4+22.
7. Install and compact ¾" crushed gravel footing approximately 6" deep x 4' wide.
8. Supply and install EZ Block Wall Textured Finish approximately 422' long with heights varying from 3' to 12' max height.
9. Supply and install geogrid behind the retaining wall as specified by the manufacturer of EZ Block Wall; United Concrete Products, Inc.
10. Supply and install a 6" perforated SDR pipe which will daylight through the face of the wall every 50'.
11. Supply and install geotextile fabric in between the drainage pipe and the face of the existing retaining wall.
12. Supply, install and compact ¾" crushed gravel in between the back of the new retaining wall and the face of the existing retaining wall.
13. Restore disturbed lawn areas. Apply a new layer of topsoil over the disturbed lawn areas and over the cut down tree area. Apply grass seed and straw over the topsoil.
14. Supply and plant 8 Norway Spruces 8'-10' tall.
15. Install and compact a 4" binder asphalt and 3" top coat asphalt mix in the 4' wide area in front of the new retaining wall from station 0+00 through station 1+00.
16. Clean up and remove construction debris off site.

The total cost for the above scope of work is \$755,875.00 using NYS Prevailing Wage Labor.





144 Buckshollow Road  
Mahopac, NY 10541  
(914) 479-2537/Fax: (914) 293-0094  
[www.landworkcontractors.com](http://www.landworkcontractors.com)

**Agreement:** Please sign below to agree to the terms and pricing of this contract. The signatures below bind the two parties to fully execute the agreement. Please return the signed agreement at your earliest convenience.

*Joe Ruggiero*

President, Landwork Contractors, Inc.

*Angela Ant* 12/4/24  
Town of Putnam Valley

**APPROVE MATERIAL BIDS RESULTS**

Presented by Councilman Russo

**RESOLUTION #R24-388**

**RESOLVED**, that the Town Board accept the following bid results.

(DEL)=delivered (FOB)=freight on board or picked up (T)=ton (Y)=yard (GAL)=gallon

**Blacktop**

Laid in Place: Low bid: Clove Excavators \$100.00T w/ tac coat, \$99.00T w/o tac  
2<sup>nd</sup> low bid: Keet Const. \$102.65T w/ tac coat, \$99.45T w/o tac

**Millings**

0-5000 Sq. Yds. Low bid: Intercounty Paving \$3.30  
2<sup>nd</sup> low bid: Clove Excavators \$4.00  
5001-10000 Sq. Yds. Low bid: Intercounty Paving \$2.75  
2<sup>nd</sup> low bid: Clove Excavators \$4.00  
10001-15000 Sq. Yds. Low bid: Intercounty Paving \$2.50  
2<sup>nd</sup> low bid: Keet Const. \$3.50  
15001 PLUS Sq. Yds. Low bid: Intercounty Paving \$2.25  
2<sup>nd</sup> low bid: Keet Const. \$3.50  
Trucking per 8 hr day Low bid: Intercounty Paving \$1,400.00  
2<sup>nd</sup> low bid: Clove Excavators \$1,500.00  
Disposal Sq. Yds. Low bid: Paleen Const. \$0.00  
2<sup>nd</sup> low bid: Clove Excavators \$0.50

**Blacktop**

Type 1 Base Coat: Low bid: Thalle Ind. \$78.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$87.00 FOB  
NO BIDS FOR DELIVERY

Type 3 Binder Course: Low bid: Thalle Ind. \$78.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$88.00 FOB  
NO BIDS FOR DELIVERY

Type 5 Shim Course: Low bid: Thalle Ind. \$97.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$124.00 FOB  
NO BIDS FOR DELIVERY

Type 6F2 Top Course: Low bid: Thalle Ind. \$79.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$88.00 FOB  
NO BIDS FOR DELIVERY

Type 7F3 Top Course: Low bid: Thalle Ind. \$84.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$95.00 FOB  
NO BIDS FOR DELIVERY

Hot Mix Asphalt: Low bid: Thalle Ind. \$84.00 FOB  
2<sup>nd</sup> low bid: Peckham Materials \$88.00 FOB  
NO BIDS FOR DELIVERY

Cold Mix: Low bid: Package Pavement \$175.00 DEL/\$148.00 FOB  
NO 2<sup>ND</sup> BID

Curb Mix: Low bid: Peckham Materials \$122.00 FOB  
NO BIDS FOR DELIVERY; NO 2<sup>ND</sup> BID

**Item 4 per ton**

1" Minus: Low bid: Red Wing Properties \$27.00 DEL; Thalle Ind. 17.50 FOB  
2<sup>nd</sup> low bid: Thalle Ind. \$27.50 DEL; Putnam Materials \$19.00 FOB

2" Minus: Low bid: Thalle Ind. \$27.50 DEL; Thalle Ind. \$17.50 FOB  
2<sup>nd</sup> low bid: Putnam Materials \$30.00 DEL; Putnam Materials &  
Wingdale Materials \$18.00 FOB

Shalle: NO BIDS

**Bank Run/Top Soil**

Bank run per yard: NO BIDS

Bank run per ton: Low bid: Red Wing Properties \$35.00 DEL & \$22.00 FOB  
NO 2<sup>ND</sup> BID

Top soil per yard: Low bid: Harold Lyons \$40.00 DEL  
NO BIDS FOR FOB, NO 2<sup>ND</sup> BID

Top soil per ton: Low bid: Red Wing Properties \$58.00 DEL & \$45.00 FOB  
NO 2<sup>ND</sup> BID

**Pipe N-12 plastic by foot**

|          |                                                                                                               |
|----------|---------------------------------------------------------------------------------------------------------------|
| 12 inch: | Low bid: Carmel Winwater & ESP \$13.37 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$13.50 DEL & FOB |
| 15 inch: | Low bid: Carmel Winwater & ESP \$16.84 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$17.01 DEL & FOB |
| 18 inch: | Low bid: Carmel Winwater & ESP \$23.37 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$23.60 DEL & FOB |
| 24 inch: | Low bid: Carmel Winwater & ESP \$40.37 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$40.77 DEL & FOB |
| 30 inch: | Low bid: Carmel Winwater & ESP \$59.63 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$60.22 DEL & FOB |
| 36 inch: | Low bid: Carmel Winwater & ESP \$79.79 DEL & FOB<br>2 <sup>nd</sup> low bid: Chemung Supply \$80.58 DEL & FOB |

**Round Pipe by foot**

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| 12" DIA 16 GUAGE: | Low bid: Chemung Supply \$20.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 15" DIA 16 GUAGE: | Low bid: Chemung Supply \$24.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 18" DIA 16 GUAGE: | Low bid: Chemung Supply \$34.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 21" DIA 16 GUAGE: | Low bid: Chemung Supply \$38.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 30" DIA 14 GUAGE: | Low bid: Chemung Supply \$58.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 36" DIA 14 GUAGE: | Low bid: Chemung Supply \$88.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 42" DIA 12 GUAGE: | Low bid: Chemung Supply \$145.00 DEL & FOB – NO 2 <sup>ND</sup> BID |
| 48" DIA 12 GUAGE: | Low bid: Chemung Supply \$165.00 DEL & FOB – NO 2 <sup>ND</sup> BID |

**Arched Pipe by foot**

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| 9X14" 16 GUAGE:  | Low bid: Chemung Supply \$25.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 13X17" 16 GUAGE: | Low bid: Chemung Supply \$32.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 15X21" 16 GUAGE: | Low bid: Chemung Supply \$40.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 18X24" 16 GUAGE: | Low bid: Chemung Supply \$45.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 20X28" 16 GUAGE: | Low bid: Chemung Supply \$58.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 23X35" 14 GUAGE: | Low bid: Chemung Supply \$76.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 29X42" 14 GUAGE: | Low bid: Chemung Supply \$94.00 DEL & FOB – NO 2 <sup>ND</sup> BID  |
| 33X49" 12 GUAGE: | Low bid: Chemung Supply \$115.00 DEL & FOB – NO 2 <sup>ND</sup> BID |
| 38X57" 12 GUAGE: | Low bid: Chemung Supply \$165.00 DEL & FOB – NO 2 <sup>ND</sup> BID |

**6" Coil Pipe – perforated HDPE by foot**

Low bid: Chemung Supply, ESP, & Carmel Winwater: \$2.84

Crushed Trap Rock per ton

|              |                                                                                                                                          |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Light Stone: | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Putnam Materials \$43.00 DEL & Wingdale Materials \$30.00 FOB |
| ¼"           | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>NO 2 <sup>ND</sup> BID                                                                 |
| ½"           | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$42.00 DEL & \$28.00 FOB                  |
| ¾"           | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$42.00 DEL & \$28.00 FOB                  |
| 3/8"         | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$44.00 DEL & \$30.00 FOB                  |
| 1"           | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>NO 2 <sup>ND</sup> BID                                                                 |
| 1 1/4"       | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>2 <sup>nd</sup> low bid: Putnam Materials \$38.50 DEL & \$26.50 FOB                    |
| 1 ½"         | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$44.00 DEL & \$28.00 FOB                  |
| 1 ¾"         | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>NO 2 <sup>ND</sup> BID                                                                 |
| 2"           | Low bid: Thalle Ind. \$34.50 DEL & \$24.50 FOB<br>NO 2 <sup>ND</sup> BID                                                                 |
| 2 ½"         | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$44.00 DEL & \$30.00 FOB                  |
| 3" – 4"      | Low bid: Thalle Ind. \$37.00 DEL & \$27.00 FOB<br>2 <sup>nd</sup> low bid: Wingdale Materials \$47.00 DEL & \$33.00 FOB                  |



Catch Basins

30x30x35: Low bid: ESP \$235.00 DEL & FOB  
2<sup>nd</sup> low bid: Chemung Supply \$318.00 DEL & FOB

30x30x36: Low bid: Carmel Winwater \$205.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$240.00 DEL & FOB

30x48x48: Low bid: Carmel Winwater \$290.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$310.00 DEL & FOB

30x48x36: Low bid: Carmel Winwater \$235.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$260.00 DEL & FOB

24x24x24: Low bid: ESP \$165.00 DEL & FOB  
2<sup>nd</sup> low bid: Carmel Winwater \$200.00 DEL & FOB

24x24x36: Low bid: ESP \$195.00 DEL & FOB  
2<sup>nd</sup> low bid: Carmel Winwater \$225.00 DEL & FOB

Frames & Grates

30x30: Low bid: Carmel Winwater \$340.00 DEL & FOB  
2<sup>nd</sup> low bid: Glenco Supply \$350.00 DEL & ESP \$360.00 FOB

30x48: Low bid: Carmel Winwater \$568.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$647.00 DEL & FOB

24x24: Low bid: Carmel Winwater \$220.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$236.00 DEL & FOB

Lids

30x30: Low bid: Carmel Winwater \$395.00 DEL & FOB  
2<sup>nd</sup> low bid: ESP \$415.00 DEL & FOB

30x48: NO BIDS

24x24: Low bid: ESP \$275.00 DEL & FOB  
2<sup>nd</sup> low bid: Carmel Winwater \$315.00 DEL & FOB

Dated: 12/11/2024

Moved: Councilman Russo

Seconded: Councilwoman Tompkins

Motion passes/ fails: Ayes 5 Nays 0

**ROLL CALL VOTE:**

|         |                       | AYE      |
|---------|-----------------------|----------|
| PRESENT | Councilwoman Howard   | <u>X</u> |
| PRESENT | Councilwoman Tompkins | <u>X</u> |
| PRESENT | Councilman Russo      | <u>X</u> |
| PRESENT | Councilman Luongo     | <u>X</u> |
| PRESENT | Supervisor Annabi     | <u>X</u> |

**By a vote of 5 AYES, and 0 NAYS, the Resolution has passed.**

**APPROVE SNOW PLOW RIDERS FOR THE 2024-2025 SEASON**

Presented by Councilman Luongo

**RESOLUTION #R24-389**

**RESOLVED**, that the Town Board appoint the following for the remainder of 2024 and for 2025 snow season as laborers/snow plow riders at the rate of \$16.00 per hour with no benefits. They may be used during this period as laborers if the need arises.

Milton Eagens  
Corrado Dino Fiorentino  
Alex Jempty

Seconded by Councilwoman Tompkins, unanimously carried.

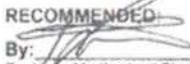
**APPROVE CHANGE ORDER REGARDING BELL HOLLOW RD CULVERT**

Presented by Councilwoman Tompkins

**RESOLUTION #R24-390**

**RESOLVED**, that that the Town Board accept the Change Order from T&A Construction, Inc. of \$76,374 regarding the Bell Hollow Road Culvert, which was replaced due to the storm of July 2023. These funds are included in the new balance and all expenses are covered through the FEMA expenditures budget line.

Seconded by Councilman Luongo, unanimously carried.

| CHANGE ORDER                                                                                                                                                                  |                                                                                        | No. 1                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <u>TOWN OF PUTNAM VALLEY BELL HOLLOW ROAD CULVERT REPLACEMENT</u>                                                                                                             |                                                                                        |                                                               |
| DATE OF ISSUANCE                                                                                                                                                              | 11/26/2024                                                                             | EFFECTIVE DATE 11/26/2024                                     |
| OWNER The Town of Putnam Valley<br>OWNER's Contractor No.                                                                                                                     |                                                                                        |                                                               |
| CONTRACTOR: T & A Construction, Inc.                                                                                                                                          |                                                                                        | ENGINEER: J. Robert Folchetti & Associates                    |
| You are directed to make the following changes in the Contract Documents.<br>Reason for Change Order: 1. Quantity Over Run<br>Attachments: (List documents supporting change) |                                                                                        |                                                               |
| <b>CHANGE IN CONTRACT PRICE:</b><br>Original Contract Price                                                                                                                   | <b>CHANGE IN CONTRACT TIMES:</b><br>Original Contract Times                            |                                                               |
| \$ 1,303,524.00                                                                                                                                                               | Substantial Completion: December 28, 2024<br>Ready for final payment: January 27, 2025 |                                                               |
| Net changes from previous Change Orders<br>No. 0 to No. 1<br>\$ 0.00                                                                                                          | Net change from previous Change Orders No.<br>to No.                                   |                                                               |
| Contract Price prior to this Change Order                                                                                                                                     | Contract Times prior to this Change Order                                              |                                                               |
| \$ 1,303,524.00                                                                                                                                                               | Substantial Completion:<br>Ready for final payment:                                    |                                                               |
| Net increase (decrease) of this Change Order<br>76,374.00<br>\$                                                                                                               | Net increase of this Change Order                                                      |                                                               |
| Contract Price with all approved Change Orders                                                                                                                                | Contract Times with all approved Change Orders                                         |                                                               |
| \$ 1,379,898.00                                                                                                                                                               | Substantial Completion:<br>Ready for final payment:                                    |                                                               |
| <b>RECOMMENDED:</b><br>By: <br>Engineer (Authorized Signature)                             | <b>ACCEPTED:</b><br>By: _____<br>Contractor (Authorized Signature)                     | <b>APPROVED:</b><br>By: _____<br>Owner (Authorized Signature) |
| Date: 12/4/2024                                                                                                                                                               | Date: _____                                                                            | Date: _____                                                   |

**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO OWNER:  
Town of Putnam Valley  
265 Ossawatomie Rd  
Putnam Valley, NY

PROJECT: Bell Hollow Rd Culvert Replacement

AIA DOCUMENT G702

APPLICATION NO. 4

INVOICE # 24-155

PAGE ONE OF TWO

PAGES

PERIOD TO: 11/26/24

INVOICE DATE: 11/26/24

|            |                                     |
|------------|-------------------------------------|
| OWNER      | <input type="checkbox"/>            |
| ARCHITECT  | <input checked="" type="checkbox"/> |
| CONTRACTOR | <input type="checkbox"/>            |

FROM CONTRACTOR:  
T & A Construction Inc.  
910 West Dwyer Rd.  
Pawling, NY 12564

CONTRACT: Bell Hollow Rd Culvert Replacement

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract, Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of his Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments reserved from the Owner, and that correct payments shown herein are now due.

\$341,521.10

CONTRACT NO. 18-06-24  
By: *[Signature]* Date: 12/6/24

NAME OF NEW YORK

Subscribed and sworn before me on 12/6/24

(County of Dutchess)

at December 2024

Notary Public, State of New York

My Commission Expires

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, issued on visible observations and the final completed the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

341,521.10

I have examined the application and certify that the amounts applied for are correct and that the application and supporting documents are in compliance with the contract documents.  
By: *[Signature]* TAPPA, PHILLIP, P.C. Date: 12/6/24  
The Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Transfer, assignment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

NOTARY PUBLIC, STATE OF NEW YORK  
LINDA S. COBURN  
QUALIFIED IN DUTCHES COUNTY  
NO. 0105077065  
COMMISSION EXPIRES APRIL 28, 2025

| CHANGE ORDER SUMMARY        | AMOUNTS      | DEBIT/CHARGES |
|-----------------------------|--------------|---------------|
| Total Charges Reported      | \$0.00       | \$0.00        |
| to previous month by Owner  | \$0.00       | \$0.00        |
| Total Approved this Month   | \$376,374.00 | \$0.00        |
| TOTALS                      | \$376,374.00 | \$0.00        |
| NET CHARGES by Change Order | \$376,374.00 |               |

Users may obtain validation of this document by requesting a completed AIA Document G401 - Certification of Document's Authenticity from the Licensee

December 11<sup>th</sup>, 2024  
PAGE 34

|               |             |               |   |               |
|---------------|-------------|---------------|---|---------------|
| 11-001-304-90 | 1004-000-00 | 11-004-000-00 | 0 | 11-004-000-00 |
|---------------|-------------|---------------|---|---------------|



**APPROVE FINAL REQUISITION REGARDING BELL HOLLOW ROAD CULVERT**

Presented by Councilwoman Tompkins

**RESOLUTION #R24-391**

**RESOLVED**, that the Town Board approve final request for payment of \$341,521.10 to T&A Construction, Inc. for the Bell Hollow Road Culvert Project, which was necessary due to the storm of July 2023. These funds are covered through the FEMA expenditures budget line.

Seconded by Councilman Russo, unanimously carried.

**DAILY FEE REPORT: SUMMARY NOVEMBER 1, 2024–NOVEMBER 30, 2024**

Presented by Supervisor Annabi

**RESOLUTION #R24-392**

**Town of Putnam Valley**

MS Standard Fee Report Paid Only  
From 11/01/2024 To 11/30/2024

| Count by Type       |       |  |             |
|---------------------|-------|--|-------------|
| Fee Type            | Count |  | Total       |
| ADDITION/ALTERATION | 10    |  | \$7,524.00  |
| ADDITIONAL FEE      | 7     |  | \$105.00    |
| OW                  | 4     |  | \$300.00    |
| DECK                | 3     |  | \$578.00    |
| ELECTR APPL/RY ELEC | 6     |  | \$240.00    |
| ELECTRIC APP/SWIS   | 11    |  | \$440.00    |
| FENCE/WALL          | 5     |  | \$175.00    |
| GAS/PROPANE         | 9     |  | \$790.00    |
| GENERATOR PERMIT    | 3     |  | \$225.00    |
| HVAC                | 7     |  | \$750.00    |
| MG                  | 2     |  | \$150.00    |
| MR                  | 2     |  | \$150.00    |
| OE TANK             | 8     |  | \$925.00    |
| PERMIT FEE          | 6     |  | \$940.00    |
| PL                  | 3     |  | \$180.00    |
| RENEWAL             | 6     |  | \$1500.00   |
| RWCS                | 7     |  | \$500.00    |
| RJ                  | 3     |  | \$250.00    |
| SEARCH              | 10    |  | \$1,200.00  |
| TREE                | 1     |  | \$75.00     |
| WOOD STOVE PERMIT   | 1     |  | \$75.00     |
| WTCS                | 2     |  | \$300.00    |
|                     | 109   |  | \$20,136.00 |

FEE TYPES

|                            |                                                  |
|----------------------------|--------------------------------------------------|
| ADDITION/ALTERATION        | Permits for Additions/Alterations                |
| BLASTING                   | Permits to Blast                                 |
| CW                         | Commerce Work Permit                             |
| CREDIT CARD FEE            | Credit Card Fee charged for usage of credit card |
| DEM/R                      | Demolition/Residential                           |
| ELECTRIC APP/NY ELECTRICAL | Electric application/NY Electrical               |
| ELECTRIC APP/SWISS         | Electric application/Swiss                       |
| FENCE/WALL                 | Permit for Fence/Wall                            |
| GAS/PROPANE                | Permit for Propane Gas Installation              |
| GENERATOR PERMIT           | Generator Installation                           |
| HVAC                       | Heating, Vent., A/C Permit                       |
| IN GROUND POOL             | Permit for In Ground Pool                        |
| MG                         | Minor Grading Permit                             |
| MI                         | Miscellaneous Building Permit                    |
| OPERATING PERMIT           | Operating Permits /Commercial                    |
| PERM                       | Building Permits                                 |
| PERNC                      | New Construction Permits                         |
| PL                         | Plumbing Permits                                 |
| RE                         | Renewal Building Permits                         |
| RHCS                       | Rock Hammer Crush Shatter Rock Permit            |
| RU                         | Spec. Use Renewal                                |
| SEARC                      | Municipal Search                                 |
| TENT                       | Tent Permit                                      |
| TREE                       | Tree Permit                                      |
| WETADM                     | Wetland Administrative Fee                       |
| WETL                       | Wetland Permit Application Fee                   |
| WT/S                       | Wetland Screening                                |

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Seconded by Councilman Luongo, unanimously carried.


Supervisor Annabi made motion to close at 5:47 PM.

We are going into Executive Session with no further business to discuss.

Seconded by Councilman Luongo, unanimously carried.

Next Town Board Meeting: Wednesday, December 18, 2024, at 6:00 PM

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michelle Stephens", written in dark ink.

Michelle Stephens  
Town Clerk

Dated: December 11th, 2024